



Bob Riley  
Governor

State of Alabama  
Department of Finance  
Division of Risk Management

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Bill Newton  
Acting Director of Finance

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## MEMORANDUM

To: Department-Agency Head Training Directors

From: Samuel E. Boswell, Director *SEB*  
State Employee Assistance Program

Date: June 29, 2010

Re: State Employee Assistance Program Training

The State Employee Assistance Program (SEAP) is providing a one hour seminar on 'Motivating Your Employee: More Than a Paycheck' during August 2010. This training is available throughout the state at various locations and is open to all state employees of agencies currently participating in our SEAP. The number of participants for this training will be limited to the number of slots we have available at each training location, date, and time shown below. **Please register early; seminars can only be held if registration exceeds 25 attendees no later than 7 days prior to the scheduled seminar.**

We request that you provide widest dissemination of this training announcement throughout your agency and encourage supervisors to allow as many employees as possible to attend the seminar held in their work location. The number of requested training slots that we confirm will be based on a first come, first served basis for each training location. The training dates, time, and locations are as follows:

- For Tuscaloosa County and surrounding counties:

Location: Department of Transportation in Tuscaloosa  
Address: 2715 East Skyland Boulevard, 35405  
Date: August 10, 2010  
Time: 10:30-11:30 A.M.  
Available Slots: 60

- For Jefferson County and surrounding counties:

Location: Department of Human Resources 6<sup>th</sup> Floor Training Room, in Homewood  
Address: 11 West Oxmoor Road, 35209  
Date: August 12, 2010  
Time: 10:30-11:30 A.M.  
Available Slots: 50



For Montgomery County and surrounding counties:

Location: State Capitol Auditorium in Montgomery  
Address: 600 Dexter Avenue, 36104  
Date: August 17, 2010  
Time: 10:30-11:30  
Available Slots: 210

- For Madison County and surrounding counties:

Location: Department of Human Resources, 2<sup>nd</sup> Floor Auditorium, in Huntsville  
Address: 2206 Oakwood Avenue NW, 35810  
Date: August 19, 2010  
Time: 11:00 until 12 Noon  
Available Slots: 95

- For Mobile County and surrounding counties:

Location: Department of Transportation in Mobile  
Address: 1701 I-65 West Service Road North, 36618  
Date: August 24, 2010  
Time: 10:30-11:30 A.M.  
Available Slots: 125

- For Houston County and surrounding counties:

Location: Department of Public Health in Dothan  
Address: 1781 East Cottonwood Road, 36302  
Date: August 26, 2010  
Time: 10:30-11:30  
Available Slots: 90

We are offering **1 CEU credit** for this training for each Social Worker employee participant that would like to receive this credit and **1 CPE credit** for Accountants. Therefore, please be sure to inform all of your Social Workers and Accountants of this offer and ask them to be sure to indicate their desire to receive this credit when they sign in for training.

We ask that each work location consolidate their request for the total number of slots desired when possible. **Names of participants aren't needed**, only the number of slots you need for your agency and the location and date. **However, please don't request a slot unless you actually have a specific person that intends to attend this training. We can't afford to grant slots in anticipation that an employee might want to attend.** Also, please provide the phone number, e-mail address, and name of your point of contact. You may submit your request for training slots to me at [sam.boswell@finance.alabama.gov](mailto:sam.boswell@finance.alabama.gov).

If you have any questions regarding these training sessions, please contact me via phone at (334) 223-6153 or e-mail me as shown above. **Please ensure your employees are informed of the location and address for each training site.**



# Motivating Your Employees: *More Than a Paycheck*

**Date:** August 10, 2010

**Time:** 10:30 - 11:30 a.m.

**Location:** Department of Transportation  
2715 East Skyland Blvd  
Tuscaloosa, AL 35405

Registration for this workshop is limited. Contact your Department Agency Head or Training Director for more information and to register.



## OBJECTIVES

- Understand the basis of motivation
- Identify ways to create a motivating work environment
- Learn ways to communicate effectively
- Learn how to give and receive feedback



BROUGHT TO YOU BY  
THE STATE OF ALABAMA DEPARTMENT OF FINANCE  
DIVISION OF RISK MANAGEMENT  
AND BEHAVIORAL HEALTH SYSTEMS, INC.



800 245 1150 • 205 879 1150  
[www.behavioralhealthsystems.com](http://www.behavioralhealthsystems.com)



# Motivating Your Employees: *More Than a Paycheck*

**Date:** August 12, 2010

**Time:** 10:30 - 11:30 a.m.

**Location:** DHR, 6<sup>th</sup> Floor Training Room  
11 West Oxmoor Road  
Homewood, AL 35209

Registration for this workshop is limited. Contact your Department Agency Head or Training Director for more information and to register.



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# Motivating Your Employees: *More Than a Paycheck*

**Date:** August 17, 2010

**Time:** 10:30 - 11:30 a.m.

**Location:** State Capitol Auditorium  
600 Dexter Avenue  
Montgomery, AL 36104

Registration for this workshop is limited. Contact your Department Agency Head or Training Director for more information and to register.



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# Motivating Your Employees: *More Than a Paycheck*

**Date:** August 19, 2010

**Time:** 11:00 a.m. - 12:00 noon

**Location:** DHR, 2<sup>nd</sup> Floor Auditorium  
2206 Oakwood Avenue NW  
Huntsville, AL 35810

Registration for this workshop is limited. Contact your Department Agency Head or Training Director for more information and to register.



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800.245.1150 • 205.879.1150  
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# Motivating Your Employees: *More Than a Paycheck*

**Date:** August 24, 2010

**Time:** 10:30 - 11:30 a.m.

**Location:** Department of Transportation  
1701 I-65 West Service Road North  
Mobile, AL 36618

Registration for this workshop is limited. Contact your Department Agency Head or Training Director for more information and to register.



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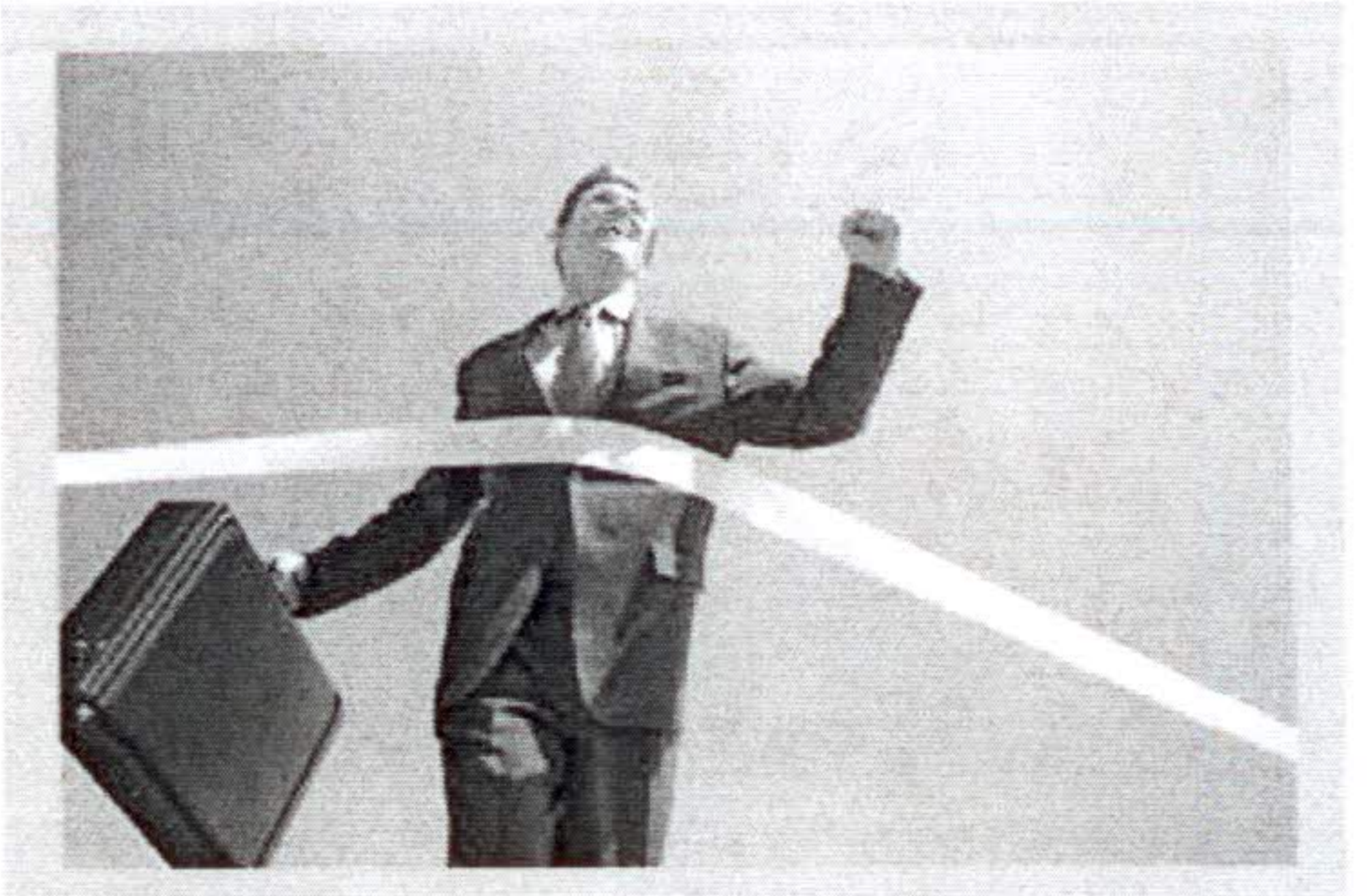
# Motivating Your Employees: *More Than a Paycheck*

**Date:** August 26, 2010

**Time:** 10:30 - 11:30 a.m.

**Location:** Department of Public Health  
1781 East Cottonwood Road  
Dothan, AL 36302

Registration for this workshop is limited. Contact your Department Agency Head or Training Director for more information and to register.



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